



*State of Louisiana*  
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-38

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Additional Information on ISIS HR Flex Indicator and Payroll Deduction Authorization Form (SED-4) - OSUP Memo #2003-32

Due to calls being received in reference to OSUP Memorandum #2003-32, OSUP is providing the following additional information on the ISIS HR Flex Indicator and Payroll Deduction Authorization Form (SED-4):

- Per decision between Ray Harrison of Group Benefits and OSUP, corrections to miscellaneous insurance deductions related to the flex indicator discrepancies should only be made back to the first pay period in July 2002. You can contact Ray at (225) 925-3739 if you have any further questions.
- Please note that those employees that are not eligible for Group Benefits/Flexible Benefits will not be able to have an IT377 (flex indicator) set up. These are valid "blank" flex indicators. Please inform OSUP (avernon@doa.state.la.us) of these by responding to the original email distributed.
- Although agencies are responsible for reviewing the employee's enrollment in the FBP and to follow the policies enforced by the Flexible Benefits Plan Administrator (Group Benefits) to determine the correct set-up of the eligible product/deduction, it is not required that agencies request a corrected SED-4 form from the vendor for correcting the coding of part/non-part only. Instead, agencies should make a note on the SED-4 of the employee FBP enrollment status and the correct code (part/non-part) that will be set up in ISIS HR.

If you have any questions, please contact Angel Vernon at (225) 342-5344.

JWC:ACV:kmb